



## DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT



ANNOUNCEMENT NUMBER: 02-10-113	OPENING DATE: 03-23-10	Open Until Filled First Screening – 04-23-10	OPEN TO ALL APPLICANTS
POSITION: <b>Deputy Chief Financial Officer JS-501-CEMS</b>	TYPE OF APPOINTMENT: Excepted Court Executive Managers	SALARY: \$131,300 - \$158,587 DC Courts non-judicial employees receive federal retirement and benefits.	
DIVISION: Budget and Finance	LOCATION: 616 H Street, NW	TOUR OF DUTY: Full-time	

**BRIEF DESCRIPTION OF DUTIES:** The incumbent works closely with and serves as key advisor to the Chief Financial Officer (CFO) in the development, implementation and maintenance of a sound financial management system for the D.C. Courts. Incumbent assists the CFO in: 1) the development and implementation of policies, procedures and guidelines necessary for the management and administration of the Budget and Finance Division; 2) establishing strategies and policies to govern and enhance financial management programs and functions; 3) overseeing the preparation and issuance of the Courts' financial statements; 4) the development of policies and procedures designed to augment the Courts' existing internal controls; 5) leading the development, management, implementation and continued enhancement of the Courts' financial systems; and 6) the preparation and execution of the Courts' combined budget. Incumbent will be expected to provide direction and general technical and administrative oversight to division staff, including goals and priorities, and deadlines in accordance with planning objectives. Incumbent will be required to review internal and external audit reports and evaluate degree of compliance, developing financial strategies and controls necessary to strengthen areas of weakness which may otherwise be necessary to mitigate risks. Incumbent will also carry out special projects, and may be required to serve on committees or task forces designed to improve divisional and/or enterprise-wise economy and efficiency.

**MINIMUM QUALIFICATIONS:** A bachelor's degree in finance, accounting or business administration, plus six (6) years of experience in governmental financial management and budgeting, including at least three years at a management level. Equivalent levels of education and/or experience may be substituted. **Documentation of education must be submitted with your application, or your application will not be considered.** Please submit a copy of your most recent performance evaluation, if available, with your application.

**SUPPLEMENTAL RANKING FACTORS:** The following factors will be used to rate your qualifications for the position. Please describe experience, education and/or training that indicates your level of qualification for each factor. **Failure to respond to each one of the ranking factors will disqualify you from further consideration.**

1. Knowledge of governmental accounting and financial management principles, theories and practices; fund accounting; development, implementation and maintenance of financial management systems; provision of financial resources; financial record keeping; preparation of financial statements; and the processing of financial transactions.
2. Demonstrated knowledge of a) federal (Federal Accounting Standards Advisory Board) and b) municipal (Governmental Accounting Standards Board) accounting pronouncements, and c) U.S. Office of Management and Budget (OMB) circulars affecting agency financial activities.
3. Experience in managing the development of governmental finance, accounting and budget documents.
4. Experience in selecting, training, managing and evaluating the performance and core competencies of budget, finance and accounting staff.
5. Ability to develop, implement and evaluate policies, procedures and guidelines for financial management.

**SELECTION PROCESS:** After a review of applications and ranking factors, interviews, writing samples and/or further screening may be required of the highest qualified candidates.

**Submit D.C. Courts Application and Ranking Factor Responses:**

Mail to D.C. Courts, Human Resources Division, 500 Indiana Avenue, NW, Washington, DC 20001;

Hand-deliver to D.C. Courts, HR Division, Gallery Place (7th Street, NW between H & F Streets), Sixth Floor, Washington, D.C.;

FAX to (202)879-4212; email to [jobs@dcsc.gov](mailto:jobs@dcsc.gov)

For a court application, call (202) 879-0496 or visit our website at [www.dccourts.gov](http://www.dccourts.gov).

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.